

Roster Verification

2014-15

This document provides instructions for reviewing student rosters.

User's Guide for
Principals

An electronic version of this document is available at:
http://www.eride.ri.gov/RosterVerification/UserGuide_Principal.pdf

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Table of Contents

About Roster Verification	3
Logging in to the RIDE Roster Verification System.....	7
Roster Verification Process Overview	8
Stage I: Review Teacher-Course-Section Data	9
Stage II: Monitor the Status of Teacher Roster Verification	11
Stage III: Review Teacher Rosters, Make Final Changes and Sign-Off	13
Help Resources	17
Key Dates and Milestones.....	19

About Roster Verification

What is Roster Verification?

- Roster verification is the process by which educators verify that the Teacher Course Student (TCS) data pertaining to them is accurate.
- LEAs will use the Roster Verification Tool within the Educator Performance and Support System (EPSS).
- The Roster Verification Tool will draw from TCS data it is collecting from all LEAs via their Student Information Systems (SIS) on a daily basis.
- The Student Information System is the data system which captures enrollment, attendance, classroom scheduling and grading information. Examples include: Aspen, Power School, MMS, SchoolMax and Infinite Campus.
- Teachers who are considered to be Contributing Educators to ELA and/or mathematics learning for students in grades 3-7 will be required to review and verify student rosters.
- Principals will be responsible for reviewing TCS rosters, investigating issues, and providing a final sign-off for all contributing educators in the building.

What is the Teacher Course Student Connection?

- The Teacher Course Student connection, or “**TCS**”, comprises the data that reports the linkage between students, the courses and sections to which they are assigned, and the teachers who provide their instruction.
- TCS data is collected through your school’s Student Information System (or SIS)

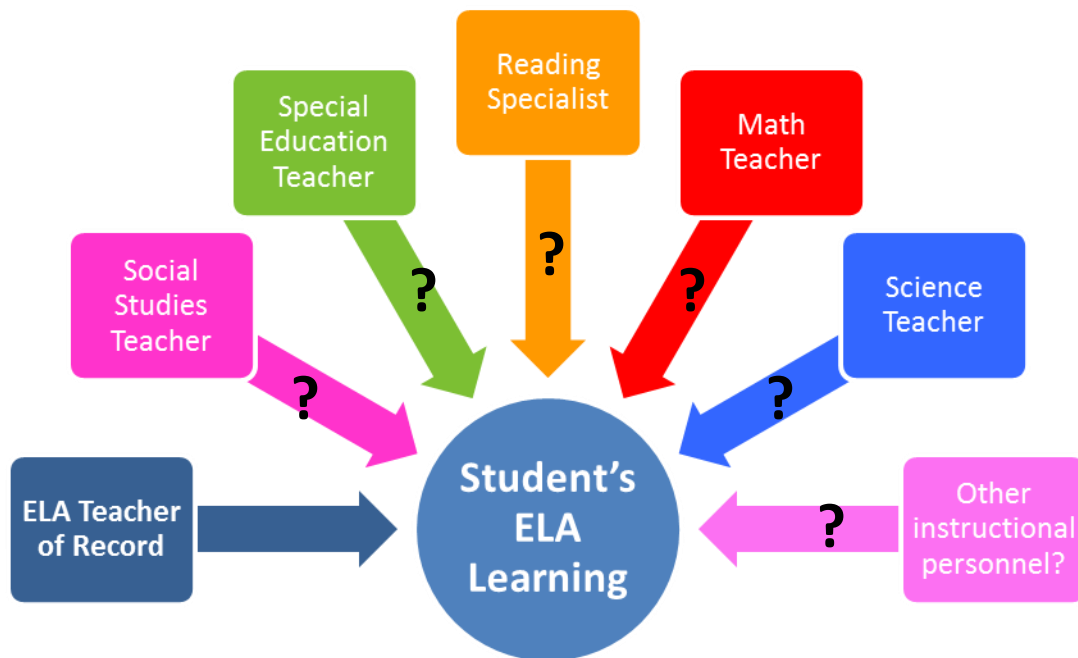
What is a Contributing Educator?

- A Contributing Educator (CE) is a teacher who has an assignment that is expected to contribute to the literacy or mathematics development of students. This includes the primary classroom teacher as well as any other educator as defined by each district’s Contributing Educator policy.
- Many teachers may be identified as contributing educators for a class or course.

How will TCS Data Impact Teacher Evaluations?

TCS data will establish which students’ growth will inform a portion of each teacher’s performance evaluation. In the past, median SGPs were based on NECAP assessments and were available in literacy and mathematics for students in grades 3 through 7. Looking ahead, median student growth percentiles will be based on PARCC assessments beginning in 2015-16 and may be expanded to the high school level. We anticipate that median student growth percentiles based on the PARCC assessments will be included in educator evaluations beginning in 2016-17.

The image below demonstrates how various teachers, in addition to a student's ELA Teacher of Record, may also be considered contributing educators to that student's literacy development. The decision about who is defined as a contributing educator for a student is made by your district based on guidance from the state. Guidance from the state can be found at <http://www.ride.ri.gov/TeachersAdministrators/EducatorEvaluation/GuidebooksForms.aspx#19333-other-guidance>.



Why do the Teacher and the Principal play such important roles in the Roster Verification Process?

Data Clerks and Data Managers are responsible for TCS data entry and maintenance of the SIS system, but **Teachers and Principals** are the primary users of the TCS data, which they will be using on a daily basis to inform educational decision-making.

Ultimately it is only the Teachers and Principals, who can confirm that the data accurately reflect the appropriate instructional connections between teachers and classes and students. Teachers and Principals will be held accountable for ensuring that these data are accurate and that educators have access to necessary information to improve instruction for their students.



Think of yourself as the “customer” of TCS Data. The data must be accurate, reliable, and ultimately useful for YOU!

The Importance of Data Quality Practices during Roster Verification

The Roster Verification process is intended to bridge the gap that exists between those who are collecting and entering data into the data system, and those who will be using the data for day-to-day decision-making. As the teachers in your school are reviewing and editing their rosters, it is important to be aware of the critical role that everyone will play in ensuring the accuracy of the information. Consider some points which highlight the importance of TCS Data for educators:

- TCS data is only as good as its source.
- The teachers and principals in the school are the best source to provide key information about the students in that school.
- The decisions you and your teachers make about the accuracy of your Roster Data will directly impact your ability to access the right information about your students.
- Final roster data that you and your teachers verify will become the state's official system of record used for calculating student growth.
- TCS establishes which student's growth will inform a portion of each contributing educator's annual performance evaluation.

Key Data Quality Practice # 1: Use Additional Sources of Information

It is possible that your district's student information system did not capture the most up-to-date information about your students' course assignments, but you and/or their teachers maintained other sources of information that may provide a more accurate picture of your students and their status in your classrooms.

Identify the most accurate source(s) of information that you have about your students. Examples include:

- Grade Books and Report Cards
- School and Classroom Attendance Records
- Benchmark Assessment data
- Student Portfolios

These data sources can provide evidence that you have recorded reliable, real-time information about that student and help you confirm whether your teachers did indeed provide instruction to a student during a particular time period. Daily or weekly grade books can show recorded grades for quizzes, homework on specific dates. Daily attendance logs can tell you whether a particular student was assigned to a specific class during a specific time period.

Key Data Quality Practice # 2: Compare Data for Consistency

Teachers are likely to work closely with other teachers in coordinating lesson planning, instructional interventions, and student performance goals for students whom they may have in common. They should be comparing their data with other teachers who teach the same students to look for inconsistencies in any of the following areas:

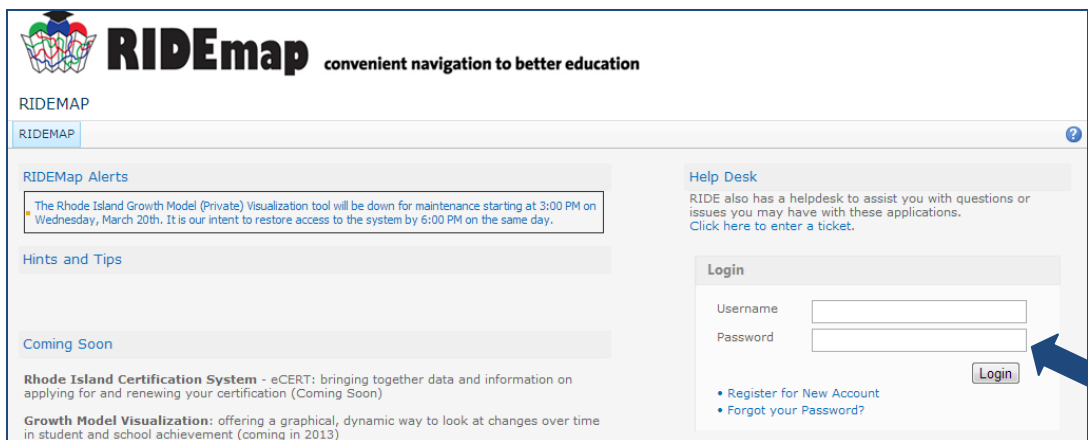
- Discuss potential questions/issues with other teachers who teach some or all of the same students.

- Compare Contributing Educator and/or Teacher of Record status with other similar teachers to ensure that district policy is being interpreted the same way.
- Look for inconsistencies across different teachers regarding student's May 20, 2015 or October 1, 2014 enrollment status as captured in your school's student information system.

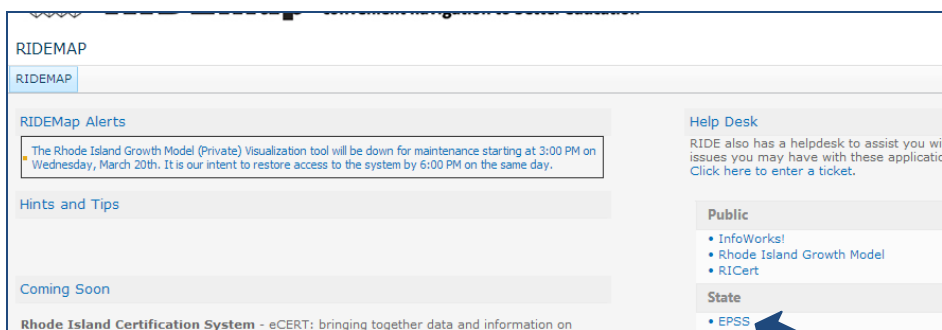
Logging in to the RIDE Roster Verification System

1. Open a web browser such as Internet Explorer, Google Chrome, Mozilla Firefox or Safari
2. Point your browser to <https://ridemap.ride.ri.gov>
3. Enter your RIDEmap Username and password and then click on the link below the login button.

Note: If you can't remember your RIDEmap password, click the "Forgot your password" link. If you do not have a RIDEmap account, click "Register for New Account". For other questions about your RIDEmap account, visit <https://support.ride.ri.gov/> and submit a help desk ticket.



4. After logging in successfully, you will see links to the systems that you have access to, including the EPSS. Click on the EPSS link to access your evaluation dashboard.

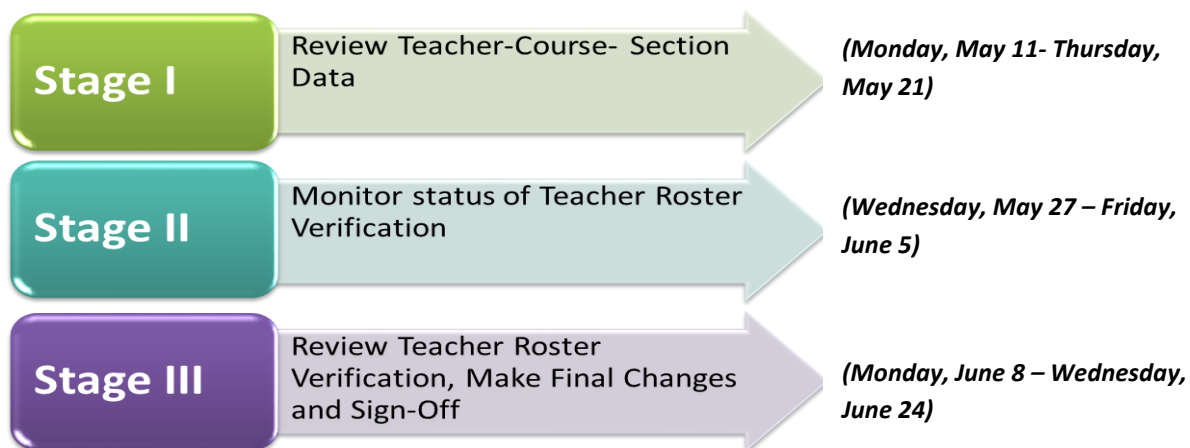


5. Once you have entered the EPSS, click on the "Roster Verification" tab to access the Roster Verification Tool.



Roster Verification Process Overview

The Roster Verification Process for principals is broken down into the following stages:



Important reminder for principals about Roster Verification:

- Roster Verification involves more than just changing the data shown to you in the RV Tool. It may involve you consulting with alternate data sources (such as Student Information Systems, classroom attendance records, or grade books), or working with your school's Registrar, Data Clerk, or teachers to confirm the accuracy of specific student records or Course-Section assignments.

Stage I: Review Teacher-Course-Section Data

From Monday, May 11 to Thursday, May 21, 2015, principals will begin the Roster Verification process by logging into the Roster Verification Tool and checking the Teacher-Course-Section (TCS) data to ensure that the information from the LEA Student Information System (SIS) was submitted correctly to RIDE. You will identify if there are any missing teachers or course sections for your school – or if there are any teachers or courses that should not be listed – and get corrections made in the SIS so that the correct data can be submitted back to RIDE in time for teachers to begin their portion of the Roster Verification process.

When you log in to review your teacher-course-section data, you will go through the information on your school roster page, which can be sorted by teacher last name or by course, in order to:

1. Review the list of courses and sections in your school and identify any that are missing or incorrect.
2. Review the teachers listed as Contributing Educators to ELA and/or Mathematics at your school and identify any that are missing or incorrect. Please note that Teachers of Record should also be designated as Contributing Educators.

After logging in successfully during this stage of the Roster Verification process, you will see your School Roster Page. This is where you will be able to see all the students, their courses, and sections as well as the information you will be asked to verify during this Roster Verification process. If you log into the system either before or after the notification period, you will see a screen that says: “Notice, students will only appear on your roster during the OPEN period.”

During the Roster Verification “Open” period, when you log into the Roster Verification tool, you will see a list of teachers and their accompanying course/section data that has been imported from your SIS that looks like the screen below:

Roster Verification

Staff Information Submitted through TCS Collection							
School: Primrose Hill School							
The listing below includes all educators who have been reported by your district in the Teacher-Course-Student data submission. The Roster Verification process will include only the educators that are teaching students in grades 3 through 7 and are reported as a contributing educator in either ELA or Math.							
LocalCourseID	LocalCourseTitle	LocalSectionID	StaffLastName	StaffFirstName	CertID	ELAContributor	MathContributor
1103LA	LA Contributing Educator	1103LA-001	DeAngelis	Martha	25919	Y	N
		1103LA-002	Tosone	Jill	22923	Y	N
		1103LA-003	Lacross	Judith	11860	Y	N
		1103LA-004	Ansel	Peter	51450	Y	N
		1103LA-005	Sangiuliano	Gino	13544	Y	N
		1103LA-006	Sigal	Paula	1755	Y	N
		1103LA-008	Koohy	Erika	38269	Y	N
1103MA	MA Contributing Educator	1103MA-001	DeAngelis	Martha	25919	N	Y
		1103MA-002	Tosone	Jill	22923	N	Y
		1103MA-003	DiFolco	Victoria	12279	N	Y
		1103MA-004	Anselmo	Caterina	48084	N	Y
		1103MA-005	Sangiuliano	Gino	13544	N	Y
		1103MA-006	Sigal	Paula	1755	N	Y
		1103MA-008	Koohy	Erika	38269	N	Y
ASP1	Art Elementary GR1	ASP1-002	White	Kristin	30827	N	N
		ASP1-003	White	Kristin	30827	N	N
		ASP1-004	White	Kristin	30827	N	N
ASP2	Art Elementary GR2	ASP2-001	White	Kristin	30827	N	N
		ASP2-003	White	Kristin	30827	N	N
		ASP2-004	White	Kristin	30827	N	N
		ASP2-005	White	Kristin	30827	N	N
ASP3	Art Elementary GR3	ASP3-001	White	Kristin	30827	N	N
		ASP3-002	White	Kristin	30827	N	N
		ASP3-003	White	Kristin	30827	N	N
		ASP3-004	White	Kristin	30827	N	N



Click on the “View by Course” or “View by Teacher” buttons to sort your school rosters

3. **Compile a list of any teachers and sections that need to be added or updated in your LEA's SIS** *(note that this step takes place outside of the Roster Verification system)*
4. **Work with your school's Registrar, Data Clerk, or Data Manager to ensure that your LEA SIS is properly updated.** This must happen before the close of Stage I, so that by the time your teachers log into the RV tool, they will be able to see the correct course and section information. If you are not familiar with the process for getting your SIS system updated, you should contact your district data manager before May 21 to make sure that you have an agreed upon process to update the system within the timeframe that will be required.
5. **24 hours after the necessary changes are made in your LEA SIS, check the RV Tool to confirm SIS updates were completed.**

Stage II: Monitor the Status of Teacher Roster Verification

Between Wednesday, May 27 and Friday, June 5, all teachers who are contributing educators in ELA and/or mathematics for grades 3 – 7 must complete their segment of the Roster Verification Process. Principals are responsible for monitoring the progress of teachers during this phase and assisting them in completing their part of the Roster Verification process, as needed.

1. **Log into RV Tool on a daily basis during this period to view the status of Roster Verification by teachers to determine which teachers have not completed Roster Verification and/or have not yet begun.**

To review progress of your teachers during their Roster Verification period, click on the View Teacher Roster Verification Progress link to view a report that shows how your teachers are progressing.

The screenshot shows a web application interface for 'My Dashboard: EPSS Test3'. At the top right, there are buttons for 'Barrington' and 'Primrose Hill School'. Below this, there are two tabs: 'My Evaluation Cycle' and 'Roster Verification'. The 'Roster Verification' tab is active. Under this tab, the heading is 'Roster Verification - Principal Reports'. Below the heading, there is a 'School:' dropdown menu set to 'Primrose Hill School' and a link 'Return to Roster Verification Home'. A section titled 'Educator Roster Verification Status May 2013 Submission' contains three links: 'View Teacher Counts For School', 'View Teacher Roster Verification Progress', and 'View Contributing Educator Counts'. The 'View Teacher Roster Verification Progress' link is circled in black, and a blue arrow points to it. At the bottom, there is a 'Contact:' section with the text 'For help please enter a support ticket at <https://support.ride.ri.gov>'.

- Identify teachers who have not yet begun or have begun but not finished and who may not understand the expectations for completing the RV process.

My Evaluation Cycle **Roster Verification**

Roster Verification - Principal Reports

School: [Return to Roster Verification Home](#)

Educator Roster Verification Status May 2013 Submission

[View Teacher Counts For School](#)
[View Teacher Roster Verification Progress](#)
[View Contributing Educator Counts](#)

Roster Verification Status Counts [Hide]

School Code	School Name	Teachers To Verify	Signed Off
01103	Primrose Hill School	5	0

Roster Verification Teacher Status [Hide]

Teacher ID	Last Name	First Name	Signed Off
36301	Black	Benjamin	
28242	Brown	Brianna	
32333	Green	George	
32552	Test	EPSS	
57453	White	William	

Contributing Educator Counts [Hide]

Teacher ID	Last Name	First Name	TCS Submission		Teacher Review		Principal Review		TCS Submission		Teacher Review		Principal Review	
			ELA CE	Math CE	ELA CE	Math CE	ELA CE	Math CE	ELA CE	Math CE	ELA CE	Math CE	ELA CE	Math CE
36301	Black	Benjamin	83	0	83	0	83	0	0	0	0	0	0	0
28242	Brown	Brianna	21	21	21	21	21	21	21	21	21	21	21	21
32333	Green	George	21	21	21	21	21	21	21	21	21	21	21	21
32552	Test	EPSS	21	21	22	21	22	21	22	22	22	22	22	22
57453	White	William	20	20	20	20	20	20	20	20	20	20	20	20

Contact: For help please enter a support ticket at <https://support.ride.ri.gov>

On this page (above), you will see three different reports:

- Overall count of teachers who are supposed to verify their rosters, of those teachers, how many have logged into the system at all, and how many have completed their Roster Verification progress and signed off
- Status of individual teachers who are supposed to verify their rosters. You can see who has logged into the system, and presumably has begun their process, who has signed off, meaning they have completed their process, and who has not logged in at all, to mean they have not yet begun their process.
- Number of students associated with each of their contributing educators for ELA and mathematics submitted by your SIS through the TCS data collection process, as well as the numbers of students associated with each teacher as a contributing educator based on changes the teacher made and a column showing your changes to students associated with each teacher who is a contributing educator.

3. Provide additional training or support as needed.

A step-by-step user guide for teachers can be found at:

Teacher User Guide: http://www.eride.ri.gov/RosterVerification/UserGuide_Teacher.pdf

Stage III: Review Teacher Rosters, Make Final Changes and Sign-Off

Between Monday, June 8 and Wednesday, June 24 principals will review and sign off on the rosters that their teachers have verified in the previous period. You must complete this segment of Roster Verification no later than Wednesday, June 24.

1. Review list of students on each teacher's rosters

Before you begin your review process, get acquainted with this front page where you will view your school rosters. There are several dropdown lists that will allow you to filter the data by District, School, Teacher, Course ID, Course Name, Section ID, and Grade. You may also sort your roster by Course Name, Course ID, Section ID, Student ID and Student Last Name. Finally, you can choose to only show records that have been edited by checking the box labeled "Show Only Edited Records."

To view the roster, click the "Show Roster" button at the bottom of the page.

The screenshot shows the RIDEmap interface for Roster Verification. At the top, there's a header with the RIDE logo and navigation links. Below that, a dashboard bar shows the user's location as Barrington and Primrose Hill School. The main content area has two tabs: "My Evaluation Cycle" and "Roster Verification". Under "Roster Verification", there's a "SignOff" section with a red message and a "Sign-Off" button. Below this is the "Educator Roster Verification for May 2013 Submission" section. This section contains several dropdown menus for filtering: School District (Barrington), School (Primrose Hill School), Teacher (All Teachers), Course ID (All CourseIDs), Course Name (All Course Names), Section ID (All SectionIDs), and Grade (All Grades). There are also two dropdown menus for "Sort Roster By" and a checkbox for "Show Only Edited Records". At the bottom is a "Show Roster" button. Annotations with arrows point to these elements: one points to the filter dropdowns, another to the sort dropdowns and the "Show Only Edited Records" checkbox, and a third to the "Show Roster" button.

RIDE .ri.gov

RIDEmap Home | Sign out | Help

My Dashboard: EPSS Test3

Barrington Primrose Hill School

My Evaluation Cycle Roster Verification

Roster Verification [Principal Webinar] [User's Guide]

SignOff

Once you have verified your rosters for Primrose Hill School and made Use these dropdown lists to filter your school rosters. Please click on the Sign-Off button.

Sign-Off

Educator Roster Verification for May 2013 Submission [Review Teacher Roster Verification Progress]

School District: Barrington

School: Primrose Hill School

Teacher: All Teachers

Course ID: All CourseIDs

Course Name: All Course Names

Section ID: All SectionIDs

Grade: All Grades

Sort Roster By:

☐ Show Only Edited Records

Show Roster

Click here to view your rosters

This is what the roster list looks like:

Teacher Last Name	Teacher First Name	Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	In Class Oct1	
Test	EPSS	E103	ELA Elementary GR3	E103-001	1003	Brown	Michael	03						Edit
Test	EPSS	E103	ELA Elementary GR3	E103-001	1013	Martinez	Zachary	03						Edit
Test	EPSS	E103	ELA Elementary GR3	E103-001	1011	Martin	John	03						Edit
Test	EPSS	E103	ELA Elementary GR3	E103-001	1009	Davis	Maya	03	N	N	Y	N	Y	Edit
Test	EPSS	E103	ELA Elementary GR3	E103-001	1015	Hall	Mary	03	N	N	Y	N	Y	Edit
Test	EPSS	E103	ELA Elementary GR3	E103-001	1000	Smith	Justin	03	N	N	Y	N	Y	Edit
Test	EPSS	E103	ELA Elementary GR3	E103-001	1005	Black	Alexander	03	N	N	Y	N	N	Edit
Test	EPSS	E103	ELA Elementary GR3	E103-001	1012	Garcia	Jessica	03					Y	Edit
Test	EPSS	E103	ELA Elementary GR3	E103-001	1002	Jackson	James	03					Y	Edit

You can see the changes made to individual student records and make your own edits by clicking on the edit button.

Student records with changes made are highlighted in pink.

2. Review every student change in detail to determine whether the teacher's changes to their rosters are appropriate

This chart shows the types of changes a teacher (or you) may make, as well as the possible reasons why such a change is needed. Use this as your reference page as you review the different changes made by your teachers.

Type of Change	Scenarios (reasons a change may be made)
1. Remove student from a teacher's roster	a. Student was never assigned to the teacher's class b. Student was assigned to the teacher's class at some point this year but left before May 20, 2015
2. Change teacher's status as "Contributing Educator" for a specific student	a. As of May 20, 2015, teacher taught the student in his or her class but did not contribute towards his ELA and/or Math learning b. As of May 20, 2015, teacher taught the student in his or her class and did contribute towards his ELA and/or Math learning
3. Change the status of the student's Oct 1, 2014 assignment to a specific class	a. Student was not assigned to teacher's class on October 1, 2014 b. Student was assigned to teacher's class on October 1, 2014
4. Add a student to a teacher's roster	a. As of May 20, 2015, the student was assigned to a teacher's class AND the teacher did contribute towards the student's ELA and/or Math learning. (Reminder: the Roster Verification process only applies to grades 3-7)

When you enter the Student Edit Page, you will see the following information:

- A.** At the top left hand corner you will see the student's name, the specific course and section information and the teacher to which the student is assigned.
- B.** Below that, you will see a list of the possible changes that the teacher could make to this student's record.
- C.** To the right, you will see a column called "Teacher, values after verification period" – with checkboxes that have been greyed out so that they cannot be edited. This shows the student's record after the teacher finalized his or her verification. It will also show at the bottom any comments that the teacher may have included to justify changes made to the student's roster record.
- D.** To the right of this, you will see a column called "TCS Submission, values submitted by the district" – the data in this column shows for each row, what the original TCS submission reflected when the data came from the Student Information System.
- E.** Lastly, moving to the left, you will see a column called "Principal submission – values submitted by principal". This column will be pre-populated with whatever the last teacher submission indicated, but is where you will have the option to make additional changes if you do not agree with your teacher's changes and choose to overwrite them.

Roster Verification [User's Guide] [Cancel]

Edit Student - BRYAN JONES

Course ID: E103
Course Name: ELA Elementary GR3
Section ID: E103-001
Teacher: EPSS Test (32552)

	Principal Submission (values submitted by principal)	Teacher (values after teacher verification period)	TCS Submission (values submitted by district)
Student Never In Class: (Only check this option if the student was never assigned to this class.)	<input type="checkbox"/>	<input type="checkbox"/>	NA
Student Moved From Class: (Only check this option if the student was assigned to this class, but moved out of the class before May 20, 2014.)	<input type="checkbox"/>	<input type="checkbox"/>	NA
ELA Contributing Educator: (Only check this box if this teacher is an ELA Contributing educator for this class.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Math Contributing Educator: (Only check this box if this teacher is a Math Contributing Educator for this class.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Class on Oct 1: (Only check this box if this student was also assigned to this class on October 1, 2012.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comment:			

SAVE CANCEL

Contact: For help please enter a support ticket at <https://support.ride.ri.gov>

100%

Before you approve changes made by a teacher to his or her roster, you should go through this checklist to ensure that all changes are as accurate as possible and that you are taking all necessary follow-up steps.

- What is the reason for the change?
- What evidence does the teacher provide to support this change?
- What actions must I take when I approve or reject this change?

- Does this change impact other students in the same class?
- Does this change impact other teachers of the same subject?

3. Keep track of Teachers whose Roster Verification data are ready for sign-off versus those which require further action on your part.

It is critically important that you keep track of which teachers in your school have data that is ready for sign-off and which are not ready. This is important for two reasons. (1) You will need to communicate to teachers when you have made changes to records they have signed off on, and (2) you will only sign off one time once you have verified the school-wide roster, so you will need a list to keep track of where you are in the review and correction process.

4. Resolve discrepancies and make final changes

- Discuss any discrepancies you find with the relevant teachers and agree on how the data should be reconciled.
- Make the final corrections/changes in the RV tool (possibly over-writing teacher changes) using the check boxes in the principal submission column (see column E above).
- Make sure you document the reason for the change in the comments box (for example: in a case when the teacher noted that student J. Smith was not assigned to class on Oct 1, 2014 but entered on Oct 15, however you have attendance records taken in late Sept, you would note this as the reason for overriding the teacher change and returning the student's record back to the original TCS submission value).
- When you have finished making changes to the student's roster data, be sure to click on the "save" button before returning to the student roster page.

5. Principal signs off on school-wide Roster

Once you have resolved the discrepancies in your review of teachers' rosters and have made all needed corrections in the system, you are ready to proceed with the sign off process. At this point, you will return to the main school roster page. At the top of the page you will see a sign off section. Click on the "sign-off" button to indicate that you have reviewed and verified the rosters for all of your teachers.

My Evaluation Cycle

Roster Verification

Roster Verification

[Principal Webinar] [User's Guide]

SignOff

Once you have verified your rosters for Primrose Hill School and made the appropriate updates, please click on the Sign-Off button.

Sign-Off

Educator Roster Verification for May 2013 Submission

[Add Student to Teacher Roster] [Review Teacher Roster Verification Progress]

School District:

Barrington

School:

Primrose Hill School

Teacher:

All Teachers

Course ID:

All CourseIDs

Course Name:

All Course Names

Section ID:

All SectionIDs

Grade:

All Grades

Sort Roster By:

☐ Show Only Edited Records

Show Roster

Removing Your "Sign-Off"

If you realize after you have signed off on your roster that you either made a mistake or forgot to make additional changes, don't worry. You can still go back, as long as it is on or before the end of Stage III of the roster verification period (which is June 24th).

You will see a "Remove Sign-Off" button at the top right hand corner of your Roster Verification Page. This will remove the sign-off and return you back to your School Roster Page where you can view your data and make additional edits as necessary. You will then need to sign off again after these additional changes have been made.

Reminder: You must complete your final sign-off on your roster by the June 24th deadline!

Help Resources

If you need help with Roster Verification, you can find support using one of the following resources:

- **Contact your district data systems manager** for questions about updating or editing your LEA's SIS
- **Contact your district leadership** for questions about local contributing educator policy
- **Contact the RIDEmap help desk** by clicking on the link to enter a help ticket at <https://ridemap.ride.ri.gov> for questions about the Roster Verification Tool and Process

Key Dates and Milestones

From Monday, May 11 through Thursday, May 21 principals will begin the Roster Verification process by logging into the Roster Verification Tool and checking the Teacher-Course-Section (TCS) data to ensure that the information from the district student information system (SIS) was submitted correctly to RIDE. You will identify if there are any missing teachers or course sections for your school – or if there are any teachers or courses that should not be listed – and get corrections made in the Student Information System so that the correct data can be submitted back to RIDE in time for teachers to begin their portion of the Roster Verification process.

Between Wednesday, May 27 and Friday, June 5 all teachers who are contributing educators in ELA and mathematics for grades 3-7 must complete their segment of the Roster Verification Process. Principals should monitor progress of teachers during this phase.

Between Monday, June 8 and Wednesday, June 24 principals will review and sign off on the rosters that their teachers have verified in the previous period. You must complete this segment of Roster Verification no later than Friday, June 24.

